



OFFICIAL FILE COPY

UNITED STATES MARINE CORPS

III MARINE AMPHIBIOUS FORCE, FMF
FPO, SAN FRANCISCO 96608-8400

ForO 5510.16A

7/CMCC
21 DEC 1987

FORCE ORDER 5510.16A

From: Commanding General
To: Distribution List

Subj: Emergency Action Plan for the Protection, Evacuation or
Destruction of Classified Material

Ref: (a) OPNAVINST 5510.1G
(b) ALNAV 024/85
(c) ForO 2305.5C
(d) CMS 4L
(e) CSP 1A

Encl: (1) Guidance for Emergency Protection, Evaluation or
Destruction of Classified Material
(2) COMSEC Destruction Procedures
(3) Sample of Emergency Action Procedures Card

1. Purpose. To promulgate procedures and guidelines for emergency care, evacuation and/or destruction of classified material maintained by the Command Element.

2. Cancellation. ForO 5510.16.

3. Information. Emergency action plans are vital to the security of national defense information. Without proper planning and exercising of those plans, execution during an actual natural disaster, civilian disorder or hostile activities by the enemy could lead to compromise of classified material. In view of this and in accordance with the references, this Order promulgates the procedures for the Emergency Action Plan (EAP) for the Command Element.

4. Definitions

a. Emergency Action Plan (EAP). That aspect of detailed emergency procedures which provides for the timely protection, evacuation or destruction of classified material in the event of a natural disaster, civil disturbance, or enemy action.

b. Emergency Destruction Plan (EDP). That aspect of detailed actions to be implemented in order to ensure the rapid, prioritized destruction of classified material.

c. National Emergency/Disaster. Includes, but is not limited to natural disasters such as fire, typhoon, tidal wave or earthquake.

d. Operational Emergency. The condition resulting from enemy attack or action by other hostile elements such as civil insurrection or riotous mob action.

e. Reaction to any of the conditions mentioned above will be accomplished by one or more of the following methods:

(1) Protection. Protection in contingency situations refers to the employment of security measures; e. g. posting an armed guard force during a civil disturbance in addition to the normal physical security that is provided within the work spaces.

(2) Evacuation. Involves the physical relocation of classified material from its normal site storage to an area which provides greater protection during an emergency.

(3) Destruction. Refers to the complete destruction of classified material or equipment by approved methods, such as burning, shredding, pulverizing; or other methods which might, in time of emergency, aid in denying access to the classified material by unauthorized personnel. Destruction should render the material or equipment unrecognizable or unreconstructable.

f. Two Person Integrity (TPI). Reference (b) defines TPI as meaning no single person will, at any time regardless of grade or status, be allowed access to keying material without the presence of another person formally authorized access to CMS materials. This includes during EAP.

5. Responsibilities

a. The security of classified defense information and equipment is the responsibility of every individual within the Command Element. In the event of an emergency the following personnel have the authority to implement the Emergency Protection/Destruction Plan:

- (1) Commanding General
- (2) Chief of Staff
- (3) Assistant Chief of Staff, G-2 (Security Manager)
- (4) Command Duty Officer

b. Although the aforementioned individuals are tasked with the overall responsibility for implementation of the Emergency Protection/Destruction Plan, the senior individual present during any contingency is authorized to deviate from the procedures outlined when circumstances warrant.

c. The Officer in Charge, CMCC is responsible for ensuring compliance by all Secondary Control Points (SCP's) with all aspects of this plan.

d. The Security Manager is responsible for the development of emergency planning to include promulgation of an emergency destruction bill. This is accomplished by using the expertise within the staff sections.

6. General

a. It is understood that in all actuality, sufficient notice will be given to allow for destruction to be conducted. Upon first notification or warning of impending hostile activities, SCP's will destroy all non-essential classified material in accordance with reference (a).

b. As hostile activity increases and emergency destruction is imminent, the appropriate official as listed in paragraph 5 must authorize destruction early enough so that all classified material can be destroyed to preclude its loss. The effect of premature destruction is inconsequential when measured against the possibility of compromise under emergency conditions.

c. Local destruction devices, i.e. shredders and the burn facility, will be used to the maximum extent possible.

7. Drill. Paragraph 17-7.7 of reference (a) states that emergency destruction drills should be conducted periodically to ensure that personnel are familiar with the plan and associated equipment.

8. Reporting Emergency Destruction

a. Accurate information concerning the extent of emergency destruction is second in importance only to the destruction of the material itself. Reports will contain identification of the items of classified material which has been destroyed. The reverse side of enclosure (3) can be used to record this data. The date, method of destruction, and identity of the material destroyed must be included.

b. The OIC, CMCC will report the information to the Chief of Naval Operation (OP-009P) and CG, FMFPac by the most expeditious means possible.

9. Safety. Realizing that the emergency destruction of classified material is an important mission, precautions should be taken to ensure that all personnel utilize care in executing emergency action plans. The personnel who man the burn facility must exercise greater caution because of the high risk of possible burn injury.

ForO 5510.16A
21 DEC 1987

10. Action. Enclosures (1) and (2) contain general guidelines and action to follow. Cards completed in the format of enclosure (3) will contain specific guidelines and steps to follow to execute emergency action. All SCP's must have EAP cards detailing the procedures to be used in the event an emergency situation arises.


P. J. JONES
Chief of Staff

DISTRIBUTION: LIST I

GUIDANCE FOR EMERGENCY PROTECTION, EVALUATION, OR DESTRUCTION OF
DESTRUCTION OF CLASSIFIED MATERIAL

1. Emergency Protection Plan. When an emergency situation develops; the authorized official shall effect emergency protection of the III MAF classified material holdings as follows:

a. Notify the Camp Commander/Camp Duty Officer of the Day (OOD) that an emergency exists and request reaction by the Camp Guard Force. The guard force shall be posted at the main entrance of Building 4225 and at other locations designated by the OOD. Additional guard personnel will be requested as the situation dictates.

b. Notify the Command Duty Officer (CDO), who shall use established notification procedures, as contained in reference (c), to effect emergency recall in conditions involving protection of classified material. The CDO shall notify key individuals listed in section recall rosters who, in turn, will notify classified material secondary custodians that an emergency situation involving the protection of classified material exists and that they are to report to their work sections and standby for further instructions. All custodians will then contact OIC, CMCC upon arrival at their respective stations to ensure effective coordination and control of all expected emergency action.

c. Each section which holds classified material is responsible for maintaining updated classified container information records (SF 700). These records must be affixed to the inside of each security container, or on the master container when numerous security containers are present.

d. Custodial personnel shall remain on duty for the duration of the emergency in the event of a change in emergency status which might require evacuation or destruction of the classified material and equipment.

2. Emergency Evacuation Plan

a. An authorized official who has determined the existence of an emergency situation shall notify the Camp Commander/OOD in accordance with subparagraph 1a above and request three, 2½ ton trucks or a sufficient number of similarly load-capable vehicles to transport classified material to an area to be designated by the OIC, CMCC. Those areas authorized for emergency evacuation are identified in subparagraph 2c(3) below. Additionally, the CDO shall be apprised of the situation so as to effect recall of those key individuals listed in subparagraph 1b.

ENCLOSURE (1)

b. Upon arrival at their respective stations, the custodians shall notify the OIC, CMCC and remain in place to prepare for evacuation of their respective classified material holdings. All classified material and equipment shall be placed into suitable containers such as mount-out boxes or field safes for transportation to the designated location.

c. Should the determination be made to evacuate the III MAF Command Element classified material and equipment from Camp Courtney, the following procedures are directed:

(1) The OIC, CMCC shall assume responsibility for coordination and implementation of emergency evacuation of classified material and will provide coordinating action between camps prior to actual transfer to ensure that the site to transfer is judged more secure and less vulnerable. The following locations have been predesignated dependent upon the particular contingency for the transfer and temporary storage of classified material and equipment:

(a) 3d Marine Division, Bldg 4206, CMCC, Camp Courtney.

(b) 4th Marines, Bldg 3424, Armory, Camp Schwab.

(c) Headquarters, 12th Marines, Bldg 331, Camp Foster.

(2) The classified material to be evacuated shall be afforded the degree of protection commensurate with its classification during the execution of this plan. A detachment from the Camp Courtney Security Guard will be requested for convoy security during transfer of the classified material to the designated location. Appropriately cleared and trained personnel will be responsible for the immediate physical security of all classified material and equipment before, during and after transfer.

(3) An inventory of all top secret material and equipment shall be conducted at the earliest opportunity after the emergency evacuation plan has been implemented.

3. Emergency Destruction Bill

a. An authorized official shall notify the Camp Commander/OOD in accordance with paragraph 1a and effect recall of all custodial personnel as per paragraph 1b.

b. The custodians of classified material shall be instructed by the OIC, CMCC based on a decision of an authorized official to effect emergency destruction of their holdings.

ENCLOSURE (1)

c. The custodians will determine the method of destruction to be utilized. This should be dependent of the elements of time and circumstances. Emphasis is stressed concerning the importance of beginning destruction sufficiently early to preclude loss of classified material. The effect of premature destruction is considered inconsequential when measured against the possibility of compromise.

(1) Burning. The burn facility is located at Building 4208, approximately 300 meters southwest of Building 4225. Keys to this facility are located at the III MAF, CMCC, room 207. If time does not allow destruction at the burn facility during an actual emergency, trash cans shall be used for burning. Utilize diesel fuel or direct process duplicating fluid when possible. Diesel fuel may be requested from the Headquarters Battalion Motor Pool, 622-9368. When destroying classified material by burning, extreme care should be taken to ensure the safety of all personnel involved in the actual destruction. Safety will be stressed during all training and actual burning of classified material to prevent injury.

(2) Disintegration. Pulverizing facilities are available at the Division CMCC, Building 4206, and shredding facilities are available in the office spaces. Those sections already possessing authorized destruction equipment shall utilize their own assets for emergency destruction whenever possible.

d. Remove and maintain logs/inventories of all accountable classified material. These records constitute the official record of all accountable material to be destroyed. Secondary Control Point (SCP) custodians shall witness the destruction of classified material and equipment accountable to that section.

e. Proceed with destruction of the classified material in accordance with the sequence prescribed by the section's priority of destruction guidance. This guidance shall be posted within each master container of each SCP. Color coding, numbering systems or other easily identifiable methods of prioritizing classified material for destruction is recommended.

(1) The priority of destruction for all III MAF Command Element sections shall be as follows:

(a) Priority One. Top secret material in the following order: SAS/PAL, COMSEC Material, special access material, other material.

(b) Priority Two. Secret material in the following order: SAS/PAL, COMSEC material, special access material, other material.

(c) Priority Three. Confidential material in the following order: COMSEC material, special access material, other material.

ENCLOSURE (1)

ForO 5510.16A
~~21~~ DEC 1987

(2) COMSEC custodians shall ensure COMSEC destruction priorities and procedures are followed as provided in chapter 3 of reference (d) and enclosure (2) of this Order.

ENCLOSURE (1)

21 DEC 1987

COMSEC EMERGENCY DESTRUCTION PROCEDURES

1. COMSEC EMERGENCY DESTRUCTION PROCEDURES. Reference (d) and (e) contain specific instructions on methods and types of equipment authorized to destroy COMSEC material. The methods listed below are authorized for destruction of COMSEC material and are given as general guidance. The priorities are separate from those listed in the basic Order.

a. Paper COMSEC Material

- (1) Burning
- (2) Cross-cut shredding
- (3) Strip shredding (if used however, the residue must be burned)

b. Non-paper COMSEC Material

- (1) Burning
- (2) Chemically altering
- (3) Zeroize equipment and smash classified elements beyond utilization or reconstruction.

2. COMSEC Emergency Destruction Prioritiesa. Precautionary Destruction Priority List A

- (1) Superseded keying material and secondary variables.
 - (a) Top Secret, primary keying material
 - (b) Secret, Confidential and unclassified primary keying material.
 - (c) CRIBS
- (2) Future (reserve on board) keying material for one or two months in the future.
- (3) Non-essential classified manuals.
 - (a) Maintenance manuals
 - (b) Operating manuals
 - (c) Administrative Manuals

ENCLOSURE (2)

b. Complete Destruction Priority List B. When sufficient personnel and facilities are available, destroy COMSEC material in the following order.

(1) Keying material.

(a) All superseded keymat designated CRYPTO, except tactical operations codes and authentication codes classified below Secret.

(b) Effective keying material designated CRYPTO (including keying variables stored electrically in CRYPTO equipment and fill devices), except unused two-holder keying material.

(c) All CRIBs

(d) Top Secret multiholder keying material marked CRYPTO which will become effective within the next 30 days.

(e) Superseded tactical operations codes classified below secret.

(f) Secret and Confidential multiholder keying material marked CRYPTO which will become effective within the next 30 days.

(g) All remaining classified keying material.

(2) COMSEC Aids

(a) If time permits, destroy complete CRYPTO maintenance manuals. If time doesn't permit, destroy all their sensitive pages. These should be marked for easy identification.

(b) National, department, agency and service general doctrinal publications.

(c) Status documents.

(d) Keying material holder lists.

(e) Cryptographic Operating Instructions (KOAs).

(f) Remaining COMSEC material.

(3) Equipment. Evacuate equipment. If this is not possible render them unuseable and unrepairable.

(a) Zeroize the equipment, if applicable.

(b) Remove and destroy removeable classified circuit boards.

ENCLOSURE (2)

c. Complete Destruction Priority List C. To be used in cases where personnel and/or facilities are limited. (i. e. field environment)

(1) All superseded and currently effective keying material marked CRYPTO (including keying variables stored in CRYPTO equipment and fill devices) except tactical operation codes authentication systems classified below secret.

(2) All CRIBs.

(3) Superseded tactical operation codes classified below Secret.

(4) Complete COMSEC equipment maintenance manuals.

(5) Classified general COMSEC doctrinal guidance pubs.

(6) Classified elements of COMSEC equipment.

(7) Remaining maintenance manuals.

(8) Remaining COMSEC material.

(9) Future editions of keying material and current but unused copies of two-holder keying material.

d. Personnel conducting the emergency destruction shall maintain security and integrity of section classified material during destruction by:

(1) Safeguarding burn bags of classified material according to the classification of the material they contain.

(2) Observing the complete destruction of classified documents.

(3) Checking residue to ensure destruction is complete and reconstruction is impossible.

(4) Taking precautions to prevent classified material or burning portions from being carried away by wind or draft.

3. Should more than one section/unit require the use of the burn facility simultaneously, the following sequence will be followed:
III MAF priority one, 9thMAB priority one, 3dMARDIV priority one;
III MAF priority two, 9thMAB priority two, 3dMARDIV priority two;
III MAF priority three, 9thMAB priority three, 3dMARDIV priority three.

ENCLOSURE (2)

21 DEC 1967

4. Once protection, evacuation or destruction has been completed, custodians shall so notify the OIC, CMCC who will, in turn, notify the CDO that emergency action has ceased. The CDO shall then relay any further instructions/pertinent information to the OIC, CMCC and pass the verbal report to the Security Manager concerning the results of those emergency actions implemented.

ENCLOSURE (2)

SAMPLE OF EMERGENCY ACTION PROCEDURES CARD

Card # 1

1. This task involves the OIC, CMCC and the primary custodian or two custodians or in their absence the CDO.
2. Get Combinations to the cipher lock and vault door and the CMS safes from the CDO safe in the Command Center office, room 225.
3. Open the CMS safes, #1 and 2 only and standby for further instructions. _____ / _____
initial when done

SIGN AND DATE THIS CARD AND RETURN IT TO CUSTODIAN WHEN ACTION COMPLETE.

signature

signature of witness

date

NOTE: On reverse of the card record the description of the material being destroyed, i. e. short title, edition, register numbers, date destroyed and person(s) who witnessed the destruction.

ENCLOSURE (3)